



HEADQUARTERS  
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1 January 2011

MEMORANDUM FOR: NER Wings' DPs, DAs, & WAs

FROM: NER/DA,DP&WSA

SUBJECT: NER Promotion Actions Submissions (Rev 1)

1. In order to standardize promotion actions submissions to the NER, please use the following procedures:

- A. Duty Performance Promotions to Lt Col: Use the eServices online promotion application.
- B. All other categories of special promotions: Use CAPF2 with supporting documentation.

2. For Duty Performance Promotions to Lt Col there is no need to submit CAPF2s and member's eServices records to the NER. Once the eServices online promotion application has been initiated and all appropriate commanders have approved the promotion, including the wing commander, then continue to forward to the NER via email the one (1) to two (2) page narrative write-up recommending and justifying the requested Duty Performance Promotion to Lt Col. Include with the promotion justification a CAP resume on the member.

3. For all other categories of special promotions to Lt Col, such as Armed Forces, Mission Related, Professional, etc, requiring NER approval continue submitting promotion requests using CAPF2 along with all necessary supporting documentation as per CAPR35-5. In addition, forward to the NER via email the one (1) to two (2) page narrative write-up recommending and justifying the requested Special Promotion to Lt Col. Include with the promotion justification a CAP resume on the member and a Professional resume if a new CAP member.

4. All promotion requests to the NER will be processed through the NER Promotion Board.

5. Remember to send to me first all promotion actions that need NER approval. Do not send directly to NHQ and/or the NER/CC. If I don't get the promotion actions I can't track them to assure timely promotion for your CAP members.

6. Please pass these promotion procedures on to your subordinate units and commanders.

7. If you have any questions please ask.

*Thomas W. Dey*

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NER/DA,DP&WSA